



Inside SAIS

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Student Details Meeting is a **HIT!**

Thanks to all who attended our first SAIS Student Details Team System Information Meeting, which was held at the ADE building in Phoenix on June 11, 2004. With such great participation and feedback, our meeting was a definite success! If you were unable to attend, not to worry! Items presented at the last meeting will be published in *Inside SAIS* along with answers to many questions that were brought up at the meeting.

The next SAIS Student Details Team System Information Meeting will be held on Thursday, July 15, 2004 from 10:00am until Noon at the ADE Building - 1535 W. Jefferson St. Room 417 Phoenix, AZ 85007.

Meetings will be held monthly and will rotate between Phoenix, Tucson, and Flagstaff. Details, such as location address and meeting agendas, will be relayed to constituents via emails, *Inside SAIS*, the MIS Bulletin Board (<http://portal.ade.az.gov/News/default.aspx>), and various other media.

Please note the meeting dates and locations in August and September 2004:

Friday, August 13, 2004 – Tucson, AZ

Friday, September 10, 2004 – Flagstaff, AZ

ELL Assessments Clarifications

- ▲ ELL Title III application will be used through FY 2005 (SAIS does not currently collect proficiency level)
- ▲ Continuing FEP students must be reported using the Assessment transaction with a Score of 999
- ▲ Scores entered for the 3 assessment tests should be Scale Scores
- ▲ If assessment dates are prior to July 1, 2004 – assessment codes for FY 2004 can be used

- ▲ For assessments after July 1, 2004, new assessment codes must be used
- ▲ Assessment Score not required for assessments done before July 1, 2004

Tuitioned Out Students for FY 05 (DELREP)

Students who are tuitioned out to private schools will continue to be reported in aggregated format for FY 2005 (DELREP system will continue to be used throughout Fiscal Year 2005).

For FY 2006, LEA's will have the option to report these students through their own software, or use an ADE created "SAIS Online" to report these students.

Free and Reduced Lunch Eligibility

LEA's **MUST** submit Free and Reduced Fee Lunch Eligibility through SAIS for FY 2004.

THANK YOU

Thanks to all of you who have submitted this data in a timely manner. We appreciate your very positive response.

A new district/holder (SDSUPP72) level report is available to view aggregated counts for individual schools within a district. This report is available to District-level Student Details Data Interchange (SDDI) users through the "Download" menu option.

The report lists each school in the district with separate counts for the Free or Reduced Lunch students. It does not contain student level identification elements. Schools with no submitted data for these needs will be indicated with a 0 (zero) count.



New FY 05 Withdrawal Form Now Available!

The new Official Notice of Pupil Withdrawal Form for FY 2005 and onwards has been approved and is now available. This new form can be found on the ADE Sais Information web page located at <http://www.ade.az.gov/sais/>

The new form, along with the withdrawal form for fiscal years prior to FY 2005, can be found on the SAIS Design/ Requirements page located at

<http://www.ade.az.gov/sais/saisdbdocs.asp>

The Official Notice of Pupil Withdrawal Form for FY 2005 onwards document:

<http://www.ade.az.gov/schoolfinance/Forms/WithdrawalForm1.doc>

The Official Notice of Pupil Withdrawal Form Prior to FY 2005 document:

<http://www.ade.az.gov/schoolfinance/Forms/WithdrawalForm.doc>

School Finance FY 04 Upload Extension

Per School Finance Memorandum 04-053, School Finance will allow SAIS Student Detail uploads WITHOUT submitting a 15-915 letter until August 20, 2004.

We strongly encourage you to have your student detail data as accurate as possible by June 30, 2004 as there are many negative effects across ADE if this data is inaccurate.

If it is not possible to have your student detail data correct by June 30, 2004, please follow these steps:

- When ready to upload a file, submit a written request to SchoolFinance@ade.az.gov to have a window opened in SAIS for this purpose (normally a two week period of time – please refer to School Finance for more information)..
- You will receive an email from School Finance notifying you on an extension deadline
- When you have finished uploading all data and verified its success, you will need to email SchoolFinance@ade.az.gov to notify them that you need to have aggregation requested and new reports posted.

School Finance policy will not allow an aggregation run for any LEA after June 30, 2004 (for FY 04 and earlier) without a request in writing.

Please note that the Final Statewide Aggregation will take place after COB June 30, 2004.

Support Programs – Migrant Data

If Migrant data is not entered for FY 2004, SAIS will be using data from COEStar. For FY 05, SAIS transactions for Migrant Support Programs will not be allowed; they will all be taken from COEStar. The Migrant COEStar interface will provide Need transactions AND Support Program transactions to SAIS.

FY 05 Uploads Disabled Until August 16, 2004

Due to the need to test the Fiscal Year 2005 changes after the start of the Fiscal Year (July 1, 2004), Fiscal Year 2005 uploads will not be accepted until August 16, 2004. This will allow for complete testing of the changes prior to accepting uploads, and preventing any data from being inserted into the SAIS database that does not meet the new requirements (as well as ensuring that data that should be allowed is not rejected due to the changes not being in place).

This policy is designed to allow uploads to occur in advance of any school's 40th day event. School Finance is waiving the requirement for uploading SAIS files every 20 days during this period.

The SAIS - Student Details Team thanks you for your patience and cooperation.

SPED 07 Report

This report displays an unduplicated count of students receiving special education and related services on December 1st of the reporting year, by district of residence (DOR). The purpose of this report is for Public Education Agencies (PEAs) to verify the accuracy of students who were served on December 1st. PEAs are required to return a verification letter, with signature, to the ADE/ESS, to verify the overall count that is based upon their current SPED07 report.

The data for this report is extracted from SAIS. Within the extract process, students with multiple needs are compared against a federal hierarchical database to determine the unduplicated need that will appear on the report. For example, deaf-blind (DB) is a federal need, not a state need. So if a student is reported with an HI need and a VI need, that student's need would be converted to DB and appear as such on the SPED07 report. All other data fields extracted from SAIS will remain untouched.

Tuitioned out students submitted via DELREP are denoted with an asterisk on the SPED07 report.

The SPED07 report can be accessed via the ESS Census Verification online application, available under the Common Logon. Each time a SPED push is completed by ADE School Finance, a new extract will be run to update the SPED07 report.

Questions regarding this report can be directed to Peggy Staples, ESS Data Management Specialist at 602-364-4024 or via email: pstaple@ade.az.gov.



FAQs

A majority of these questions were raised at the SAIS Student Details Team System Information Meeting, which was held at the ADE building in Phoenix on June 11, 2004.

Q. *Can LEAs create their own new Withdrawal Form?*

A. In accordance with ARS 15-827, ADE has made available the proper Withdrawal form on our website, which can be located at <http://www.ade.az.gov/sais/>.

It is up to each LEA and their legal counsel to decide if they want to alter. It has been noted that some LEAs use their own designed form if they collect ALL the fields that we have on our official form. Some LEA's use all the fields we ask for and add some of their own fields.

Q. *If we cannot upload the Free and Reduced lunch data into Sais by the deadline of June 30th, what will happen?*

A. There are 2 issues here. First, Research will be using this data to attach to student achievement scores for determining accountability for NCLB. The preliminary release of that info back to districts is scheduled for approx August 1. They will have to determine how they will handle schools and districts that do not have the information in SAIS on time and how that can affect the appeals process.

Second, for AAD program purposes, we can accept late data, as it will not directly impact the 05 funding cycle notices that are going out by July 1. But failure to input such data can be considered a lack of compliance with federal reporting requirements and could have later impact.

Q. *ADE has stated that FY 05 file submissions will not be accepted until August 16, 2004. With the need to report at minimum every 20 days, will this conflict with Arizona statute? If so, can this 20 day rule be waived?*

A. Yes, it is being waived. LEA's can save a copy of the memo, showing that the state restricted uploads, and it was beyond their control.

Q. *How will SAIS be handling Track Changes in FY 2005?*

A. Newly created Activity Codes will be used for purposes of changing tracks mid-year. The codes WK and EK will be effective beginning FY 05. Please see the appropriate SAIS Requirements documentation which can be located at <http://www.ade.az.gov/sais/saisdbdocs.asp>

Q. *Do we have to report all students who have an IEP to SAIS Student Detail via the new Initial IEP 021 transaction?*

A. No. We will accept any uploaded IEP, however only Pre-school students are absolutely needed at this point in time. Being more specific, for SAIS to be compliant with FAPE for 3 year olds, we need to collect IEPs for students 3 and under. ESS creates various reports based on age up to 5

years old at this current time. This is subject to change, which is why we accept any age/grade for student with an Initial IEP in the transaction 021.

Q. *There seems to be rounding issue between the 75 and 45 reports. Why is that? Which numbers are accurate?*

A. The reports available through SDDI are for an estimated count only. The 75 report calculates ADM at a student level, whereas the 45 report calculates ADM at a grade/register ID level. However, be assured that the Absence and Membership counts (for which funding is based) do match.

Q. *In the past, there have been business rule changes late in the fiscal year. This can cause a burden on LEAs, as they stabilize their numbers and then they change when ADE implements new rules. Why does this happen, and will this continue to happen?*

A. There have been some business rules that have had to be modified and implemented at late stages during the fiscal year. This situation did occur last fiscal year because some business rules had not been able to be implemented earlier in the year. This situation generally does not exist this fiscal year (except for a few concurrency or other minor items that are waiting for business rules or interpretations).

Our goal is two-fold:

1) If such a need for modification is necessary, then we will strive to provide as much information as soon as possible to LEA's. Such methods of relaying information can include memos, emails, *Inside Sais*, and MIS Bulletin Board entries, contact via RTC's, etc.

2) We are continually trying to improve our software and internal procedures to minimize such occurrences happening in the future. Our reorganized Sais Student Details team is cognizant of this particular issue. We have many improvements in place or on the horizon (such as additional equipment and servers, improved communication both internally within departments at ADE and externally with customers, and streamlined procedures, etc.). Our goal is to become more proactive in future changes so we can present them to stakeholders in a timely manner.

Q. *On the 45-1 report, we'd like to see a change in the way Tuitioned Out students are shown. Can this happen?*

A. The SAIS team receives numerous requests for reports to be styled in various manners that are helpful to a particular group's liking. The goal of these reports is to find a "happy medium" with respect to content and style. Many of our users request specifically that reports are not changed as this can cause programming issues on their end. Any requests to change reports will be taken and ultimately considered if many users have the same needs. In

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Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

MIS Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>

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addition, it is possible that additional reports may be considered if the need warrants.

Such requests should be directed to the appropriate ADE Business Unit (e.g. ADM reports, such as the “40 series reports”, are owned by School Finance). Any changes to these ADM reports must be requested and authorized by School Finance.

- Q.** *We have users that need to read reports, but they shouldn't be able to upload. Who can we contact if we need permissions help?*
- A.** For any permission inquiries or help, please contact the ADE Support Center at ADESupport@ade.az.gov.
- Q.** *Was the request to add the CTDS to the schools list(s) in the dropdown menus addressed?*
- A.** We do have an internal request ticket for this, however, even a change as seemingly small as this may adversely affect many LEAs' and Vendors' current programming. We will address the request in more detail if we see it become a widespread request.
- Q.** *Why does the System Messages document seem to be out of sync with other documents?*
- A.** The requirements documents, including the System Messages document, are undergoing a major revision and update at this time. This revision was released on June 10, 2004. Document update efforts are ongoing. We are working with due diligence to address our documentation synchronization and expect you to see noticeable, more user friendly documentation in the near future. Please check these documents frequently at:
<http://www.ade.az.gov/sais/saisdbdocs.asp>
- Q.** *Can ADE provide data (such as assessment data) between schools where a student transfers from one to another?*
- A.** ADE is considered a third party in this case and under FERPA law cannot provide such information. It is up to the student to provide information if they so choose. MIS is collaborating with other ADE business units to investigate how information might be shared without breaching the privacy constraints contained in FERPA. Depending on the level of flexibility that might exist in the statute, MIS will endeavor to provide more visibility to student details where authorized and justified.
- Q.** *Why do the current October 1 reports seem incorrect?*
- A.** The consolidated October 1 report has not been generated yet. The edit/update reports do not have cumulative numbers. ADE will notify users when the October 1 consolidated reports are available.
- Q.** *If a year-end transaction for a student is not uploaded into SAIS, what will happen?*
- A.** A student must have either a withdrawal or a year-end status uploaded by the end of each fiscal year. If a student has no withdrawal, yet no year-end transaction was sub-

mitted, the student will fail Year End Integrity as well as ADM EOY (period 3) Integrity.

These failures will not affect ADM funding currently, HOWEVER it is still required, as it would affect Year End Aggregation reporting (for R & E).

- Q.** *If a student is retained or promoted and will graduate High School in less than or greater than 4 years, do we have to change the student's Normal Graduation Year?*
- A.** The Normal Graduation Year (NGY) should never be changed once properly established for a student. The NGY is the original expected graduation year, which SAIS calculates as 4 years once a student enters 9th grade for the first time.

Top 5 Most Common Integrity Errors (as of 6/16/04)

We will try to list a brief description of the most common Integrity failures currently seen in our Production database. Future editions of Inside SAIS will highlight some common reasons for these failures along with potential solutions.

- 44103: Student may have only a partial absence on first or last day of membership.
- 44347: There must be a corresponding Grade membership for each day of an ELL service.
- 43209: Summer Withdrawal and Enrollment are not allowed in the same Fiscal Year in the same school.
- 44104: Absence amount exceeds FTE amount.
- 43202: Attendance crosses over the reporting period boundary.

SAIS Appreciation Awards

The New SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to:

InsideSAIS@ade.az.gov

Congratulations to the following individuals who recently received SAIS Achievement Awards!

Valerie Bankey - Isaac Elementary
Heidi Gray - Lake Havasu USD
Bob Johnson - Alhambra ESD
Nancy Palmer - Phoenix Union HSD

Please send comments and suggestions to: insidesais@ade.az.gov
Back issues of *Inside SAIS* are available for reference on the ADE web site at <http://www.ade.az.gov/sais/>